

ADAM[™]
SmartWRITER[™]
Easy Reference
Guide

SCREEN is all the text you can see at one time on your TV screen.

WORKSPACE is all the text you've typed, whether it's shown on the screen or not. The workspace keeps your text temporarily, until you **(CLEAR)** it or **(STORE)** it. If you press one of the RESET buttons, or turn Adam™ off, the workspace is erased.

REPEATING KEYS SmartWRITER'S™ keys repeat when they are held down. When you type rapidly keys do not repeat. Release the key, then hold it down to make the key repeat.

SMART KEYS correspond to the blue Smart Key labels on the bottom of your screen. **The Smart Key labels** always tell you what will happen when you press the Smart Key.

MESSAGES appear in yellow beside the Smart Keys. Messages give you helpful information; what to do next, or what happens after you press a Smart Key.

TAB jumps the cursor to the next tab stop, creating spaces without erasing any characters that follow.

LOCK When you press **(LOCK)**, every key produces its upper-case character. To return to lower-case characters, press **(LOCK)** again.

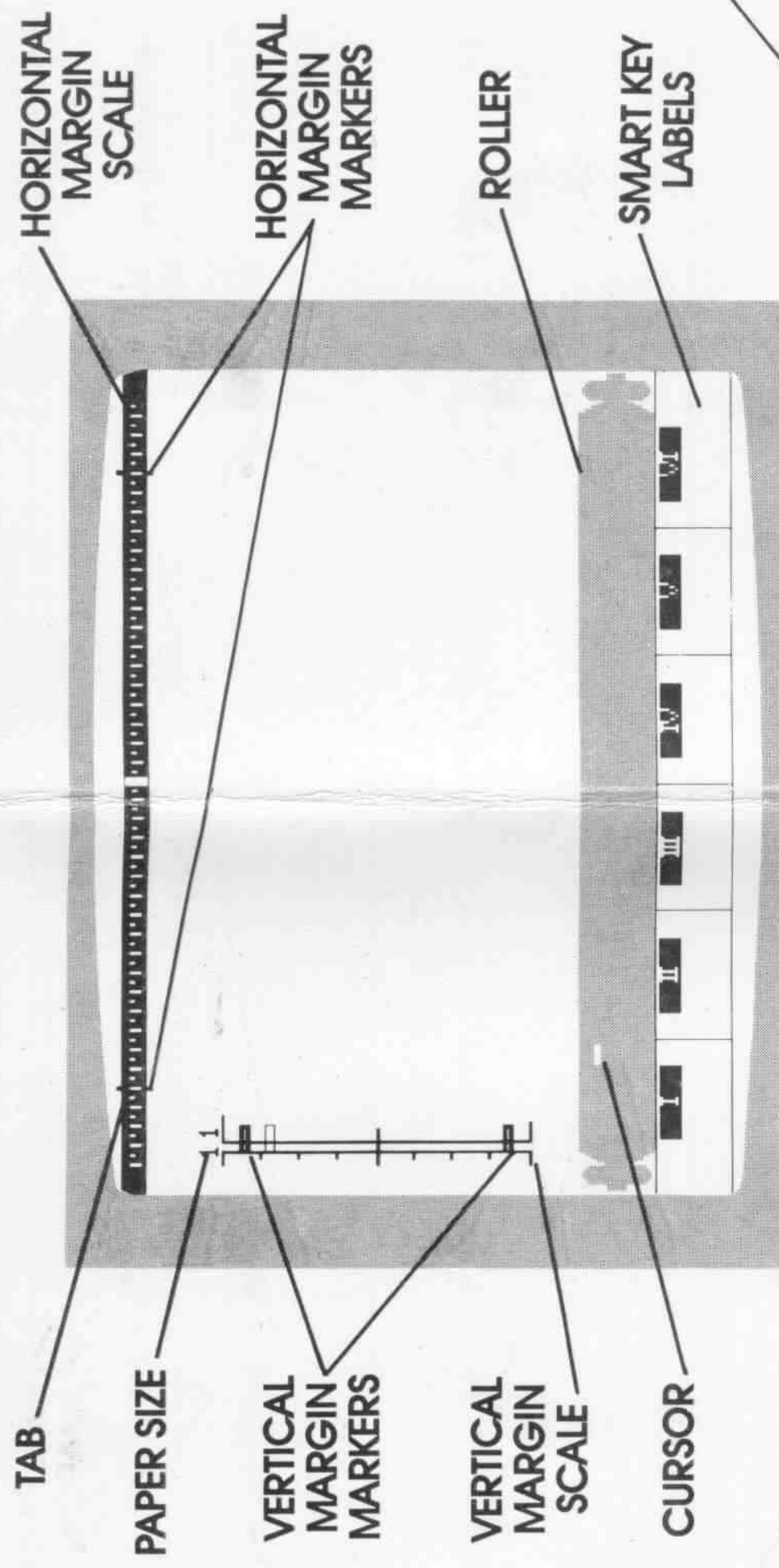
DONE Some commands finish and let you continue word processing. Other commands wait for you to press **(DONE)**.

ELECTRONIC TYPEWRITER MODE

When you turn the power on, Adam™ becomes an electronic typewriter. Press letter or number keys. Watch the characters appear on the screen and print at the same time. As with any typewriter, you cannot change text once it's typed.

WORD PROCESSING MODE

Word processing lets you see your text on the TV screen and change it as much as you like before you print it. To start word processing, press the word processor key, **(ESCAPE / WP)**. Press character keys and watch the characters appear on the screen. As you continue typing, SmartWRITER™ automatically ends the line at the margin, and starts a new line. It also puts words that won't fit at the end of one line onto the next.



FILE When you store text in a digital data pack, it becomes a "file" that stays there until you delete it. Every time you get a file, SmartWRITER™ puts a copy of the file in the workspace. The original file is still in the data pack. If you don't change the text, you don't need to store it again. If you change the text and store it again, SmartWRITER™ automatically stores it under the same file name, and the new text replaces the old. Or, you can create a new file by typing in a new file name.

COMMAND KEYS The Command Keys perform the same functions all the time. The Smart Keys and Command Keys often work together to complete an operation. Familiarize yourself with them because they are involved in almost every operation.

RETURN Use the return key to end a line before the right margin, to separate paragraphs, to create blank lines, and before indented text.

ARROW KEYS move the cursor to the left, right, up or down. You can move the cursor continuously by holding down an arrow key. When the cursor can go no farther because it's at the edge of the roller or the screen, the text moves to meet the cursor. To reach text that's above the cursor, press the up arrow; to reach text that's below the cursor, press the down arrow. The control stick on the game controller also moves the cursor.

HOME "jumps" the cursor to the first character on the first line of the screen. **HOME** and an arrow key together jump the cursor to the edge of the screen in the direction of the arrow.

SPACEBAR creates a blank space. If a space is put in the same place as another character, the space replaces that character.

PRE-DETERMINED SETTINGS

SmartWRITER™ is pre-set so you can type and print right away. The pre-determined settings are:

Spacing—single
Left/right margins—10/70
Top/bottom margins—6/60
Tabs—every 5 spaces
Letter-size, single-sheet paper
Standard format

You can change any of these settings. When you **(GET)** a file, the margins, tabs and line spacing of that file are brought into the workspace.

In this guide, Smart Key names are enclosed in **RECTANGLES** and Command key names are enclosed in **OVALS**.

BACKUP FILES

If you store text under a file name that you have already used, the new text replaces the old text in the file. You can still get the previous file because it is kept as a backup. To get a backup file:

Press **STORE/GET**, then press **GET**. Press **BACKUP FILE DIR.**, select the file name from the directory of backup files, and press **GET FILE**.

Press **SCREEN OPTIONS**, then press **COLOR SELECT** to choose from five different background colors on your color TV screen.

TO COPY TEXT

Press **MOVE/COPY**, then **COPY**, highlight text, then move the cursor to a new location and press **COPY** to duplicate highlighted text in one or more new places.

Press **STORE/GET**, then press **GET**. Use the arrow keys to select the file name, then press **DELETE** and **FINAL DELETE** to erase the file completely. Deleting a file does not also delete the backup version of that file.

TO MANUALLY END A PAGE

Press **MARGIN/TAB/ETC**, then press **END PAGE** to end a page where the cursor is. An end-page symbol appears.

Use **END PAGE** to end a page before the bottom margin, and start a new page. **DELETE** an end-page symbol to remove it. To insert a page ending and start a new page between existing characters or lines, press **INSERT**.

Press **PRINT**, choose a print option, then:

- Press **FANFOLD** to set the printer for continuous printing.
- Press **SINGLE SHEET** to stop the printer at the end of every page. You can then roll in another piece of paper and restart the printer by pressing **PRINT**.

SmartWRITER™ is preset to print on single sheets.

TO GET FILES THAT ARE STORED

Press **STORE/GET**, then press **GET**. Use the arrow keys to select a file name from the directory, then press **GET FILE** to bring back to the screen text you have stored on a data pack.

TO HIGHLIGHT TEXT

Press **HI-LITE** and move the cursor with the arrow keys to identify (with a red underline) text that you intend to work on.

Press **HI-LITE OFF** to stop highlighting text.

Press **HI-LITE ERASE** and move the cursor to remove the highlights from text.

Press **ERASE OFF** to stop removing highlights from text.

HORIZONTAL MARGINS

Press **MARGIN/TAB/ETC** then **HORIZ MARGIN**, then press either **LEFT** or **RIGHT** and use the arrow keys to change the

VERTICAL MARGINS

horizontal margins within which an entire document will be printed. SmartWRITER™ is preset to a left margin at 10 and a right margin at 70.

Press **MARGIN/TAB/ETC** then **VERT MARGIN**, then press either **TOP** or **BOTTOM** and use the arrow keys to change the vertical margins within which an entire document will be printed. SmartWRITER™ is preset to a top margin at 6 and a bottom margin at 60.

Press **INSERT** to add new text between characters or words. Press **MOVE/COPY**, then **MOVE**, highlight text, move the cursor to a new location, then press **MOVE** to move text from its original location to a new location.

Press **SCREEN OPTIONS**, then **MOVING WINDOW**, to change to Moving Window format. SmartWRITER™ is preset to Standard Format.

MOVING WINDOW

In Moving Window format, you can see 36 characters across at one time, but when the cursor reaches the edge of the screen, the screen adjusts to let you see more. It's as if you were looking through a window 36 characters wide and 20 characters high. You can move the window in any direction to see different sections of text. You can move the cursor anywhere on the screen using the arrow keys or the control stick.



PAGE NUMBERING

Press **PRINT**, choose a print option, then:

- Press **AUTO PAGE #** to print your pages with automatic page numbering. Or,
- Press **NO PAGE #** to print your pages without page numbers.
- Press **1st PAGE # IS 1** to increase the page number to be printed on the first page.

PAPER SIZE

Press **MARGIN/TAB/ETC** then **SIZE OF PAPER**, then:

- Press **LEGAL 14"** to use legal-size paper (8½ x 14"). Or,
 - Press **LETTER 11"** to use letter-size paper (8½ x 11").
- SmartWRITER™ is preset to letter-size paper.

TO PRINT

Press **PRINT**, then:

- Press **PRINT HI-LITE** to print what is highlighted. Or,
- Press **PRINT SCREEN** to print the current screen. Or,
- Press **PRINT WK-SPACE** to print the entire workspace.

Use any of the following ways to remove characters and spaces:

TO REMOVE CHARACTERS OR CLOSE UP SPACES

1. Press **BACKSPACE** to conveniently erase characters while you type. **BACKSPACE** erases characters to the left of the

cursor, closing up the space at the same time. Please note: use of backspace unlocks the **(LOCK)** key.

2. Press **(DELETE)**, highlight text, then press **(DELETE)** and **(DONE)** to remove the highlighted text and close up the space. Text can be highlighted *before* you press **(DELETE)**.

3. Press **(CLEAR)**, then:

- Press **(CLEAR SCREEN)** to erase all the text from the screen.
- Press **(CLEAR WK-SPACE)** to erase all the text from the workspace.

TO SEARCH

Move the cursor to the point from which you want to begin searching.

Press **(SEARCH)**, type up to 32 characters you want to search for, then:

Press **(START SEARCH)** to find the first occurrence of the word.
Press **(SEARCH NEXT)** to find the next occurrence of the word.

Move the cursor to the point from which you want to start searching.

Press **(SEARCH)**, type up to 32 characters you want to search for, then:

Press **(START SEARCH)** to find the first occurrence of the word.
● Press **(SEARCH NEXT)** to find the next occurrence of the word, Or,

● Press **(REPLACE)** to replace one occurrence of the text you find with up to 32 characters. Or,

● Press **(REPLACE ALL)** to replace all occurrences of word you searched for.

TO SELECT SOUNDS

Press **(SCREEN OPTIONS)**, then:

- Press **(NO SOUND)** to hear only essential error warning sounds. Or,
 - Press **(PARTIAL SOUND)** to hear more warning sounds. Or,
 - Press **(FULL SOUND)** to hear all warning and acknowledgement sounds, including key clicks.
- SmartWRITER™ is preset to **(FULL SOUND)**.

TO CHANGE THE SPACE BETWEEN LINES

Press **(MARGIN/TAB/ETC)**, then **(LINE SPACING)**, then:

- Press **(UP)** or **(DOWN)** to change the line spacing by half lines. When you press **(DONE)**, the line spacing is set for the entire document.

SmartWRITER™ is preset to single spacing.

Press **(SCREEN OPTIONS)**, then **(STANDARD FORMAT)** to change from Moving Window format to Standard Format.

STANDARD FORMAT

In this format, the roller holds only one line of text, according to the left and right margins you have set.

The text in the roller often appears as several lines, but it will print as one line. The lines on the screen are always single spaced, but your text prints with the line spacing you select. All

typing is done in the roller; the cursor never leaves the roller. Words are never broken up in the roller. Small dots appear where a word too long to fit at the end of the roller has been moved to the next line. The dots are not real spaces—they are not printed and you cannot type over them.

Press **(ESCAPE/WP)** to stop any command before completing it, and return to where you started the command. All text that was on the screen when you press **(ESCAPE/WP)** remains as it is.

Press **(STORE/GET)**, then:

- Press **(STORE HI-LITE)** to store only the highlighted characters. Or,
- Press **(STORE SCREEN)** to store what is on the screen. Or,
- Press **(STORE WK-SPACE)** to store the entire workspace.

STORE keeps your text *permanently* by recording it on a data pack. Text stored on the data pack with a particular name is a file. You can type in a name for the file of up to 10 characters.

If you store text under a file name you have already used, the new text replaces the old text in the file. You can still get the old text. See BACKUP FILES for instructions.

Press **(SUPER/SUBSCRIPT)**, then:

- Press **(SUPERSUBSCRIPT)**. Or,
- Press **(SUBSCRIPT)**.

Then, type the characters you want to print half a line higher (superscript) or half a line lower (subscript) than normal. Press **(INSERT)** to add super/subscript characters between existing characters.

The special brackets around super/subscript text are only there to show you which characters are super/subscripts. To make changes, change the characters in the brackets. For best results, use double spacing or greater when you print text with super/subscripts.

Press **(MARGIN/TAB/ETC)**, then **(TAB)**:

Move the pointer with the arrow keys and press **(TAB SET)** to set tabs.

Move the pointer to a tab with the arrow keys and press **(TAB CLEAR)** to remove a tab. Or,

Press **(ALL CLEAR)** to remove all current tabs.

Press **(UNDO)** immediately to reverse the effect of CLEAR, or BACKSPACE. The text returns to the way it was before you started the command.

is for future uses.

Press **(ESCAPE / WP)** to go from the electronic typewriter into word processing (WP).

TO STOP A COMMAND

TO STORE TEXT PERMANENTLY

SUPERSUBSCRIPT AND SUBSCRIPT

TAB

UNDO

WILD CARD

TO BEGIN WORD PROCESSING

